

**HFS 45.09 Additional requirements for infant and toddler care.**

**(1) APPLICABILITY, QUALIFICATIONS AND GENERAL REQUIREMENTS.**

(a) Family child care centers providing care and supervision to infants and toddlers shall comply with the additional requirements of this section.

*(b) Qualifications.*

1. Prior to becoming licensed to care for children under age 2 or prior to working in a center licensed to care for children under age 2, a provider shall have at least 40 hours or 3 credits of entry level training required under s. HFS 45.05(1)(b) or at least 10 hours of department-approved training in the care of infants and toddlers. If the training was taken prior to September 1, 2001, a provider shall document successful completion of training in SIDS risk reduction procedures.

**Note:** Non-credit courses entitled *Introduction to the Child Care Profession* and *Fundamentals of Family Child Care* together meet the requirement for 40 hours of department approved training. The non-credit course entitled *Fundamentals of Infant and Toddler Care* meets the requirement for 10 hours of department-approved training in the care of infants and toddlers.

2. Within 6 months of becoming licensed or working in a center licensed to care for children under age 2, a provider shall have completed both the entry level training specified under s. HFS 45.05(1)(b) and 10 hours of department-approved training in the care of infants and toddlers.

*If the only child under age 2 is the provider's own child and the center is not licensed to care for children under age 2, the 10 hours of infant/toddler training are not required. An exception to the age range on the license to care for his/her own child under age 2 should be in place. If a license is amended to include care of children under age 2, the training must be completed within 6 months of the license amendment date.*

*(c) General requirements.*

1. A provider shall use information obtained on a department-provided form for children under 2 years of age to individualize the program of care for each child. A provider and the child's parents shall periodically discuss the child's development and routines.

*Written evidence of the periodic discussions is not required, but updating the intake form is recommended.*

**Note:** The Department's form CFS-0061, Day Care Intake for Child Under 2 Years, is used to record information for individualizing the program of care for each child. Information on how to obtain the form is in Appendix E.

2. Cribs and playpens shall contain a tight fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used by children under age 2.

3. Sheets or blankets used to cover the child shall be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.

*Swaddling of infants is allowed.*

4. Children under one year of age may not sleep in a crib or playpen that contains soft materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.

**45.09(1)(c)5.**

5. Safety gates shall be provided at open stairways.

*Safety gates shall be installed at the bottom and/or top of stairs, depending on where children are. Gates may be installed a maximum of 18" from the bottom step, or about 3 steps up, taking into consideration the landing surface.*

**(2) DAILY PROGRAM.**

(a) Child care providers shall respond promptly to a crying child's needs.

(b) Each infant and toddler shall be allowed to form and follow his or her own patterns of sleeping and waking.

*Meals should be served related to the child's sleeping schedule rather than the schedule of the center. There shall be no specifically scheduled nap time for all infants as a group. As children begin to mature, a child's schedule will slowly be changed to eliminate the a.m. nap and to slowly begin to integrate the child into the center schedule. Priority will continue to be given to the individual eating and sleep needs of the child.*

(c) Each child under one year of age shall be placed to sleep on his or her back in a crib unless otherwise specified in writing by the child's physician. The child shall be allowed to assume the position most comfortable to him or her when able to roll over unassisted.

*If a child falls asleep in a swing, bouncy seat or car seat, the child must be removed from the swing, bouncy seat or car seat and placed to sleep on his or her back in the crib assigned to him/her.*

(d) Emphasis in activities shall be given to play as a learning and growth experience.

(e) Throughout the day, each infant and toddler shall receive physical contact and attention such as being held, rocked, talked to, sung to and taken on walks inside and outside the center.

(f) Routines related to activities such as taking a nap, eating, diapering and toileting shall be used as occasions for language development and other learning experiences.

(g) When a non-mobile child is awake, a provider shall change the child's body position and location in the room periodically. Non-mobile awake children shall be placed on their stomach occasionally throughout the day.

(h) Each non-walking child who can creep or crawl shall be given opportunities each day to move freely in a safe, clean, open, warm and uncluttered area.

(i) A provider shall encourage infants and toddlers to play with a wide variety of safe toys and objects.

*Family child care centers are to be equipped with play equipment according to the developmental level of the children in care. Since children under 2 years of age are not always able to select their own playthings from shelves, this equipment should be made available to them for play. Play equipment may be commercially made or homemade.*

*See 45.07(1)(b) program.*

**45.09(2)(j)**

(j) Infants and toddlers shall be taken outdoors for part of each day except during inclement weather or when this is not advisable for health reasons.

*Center-provided and maintained selection of warm outer garments shall be available for children who do not have appropriate clothing for out-of-doors.*

*See 45.03(15) for the definition of inclement weather. Consideration must be given to other conditions on the playground that include available shade, drinking water, protection from wind, etc.*

*See also 45.07(1)(b).*

**(3) FEEDING.** A provider shall do all of the following:

(a) Feed each infant and toddler on the child's own feeding schedule.

(b) Ensure that food and formula brought from home is labeled with the child's name and dated, and is refrigerated if required.

(c) Ensure that formula provided by the center is of the commercial, iron-fortified type and mixed according to the manufacturer's directions.

*All formula needs to be dated when it is opened so it can be used according to manufacturer's instructions, which is usually 30 days.*

*Multiple bottles pre-made at the center should be dated to ensure they are used according to manufacturer's directions.*

(d) Provide formula or breast milk to all children under 12 months of age.

(e) Provide another type of milk or milk substitute only on the written direction of the child's physician.

(f) Discard leftover milk or formula after each feeding, and rinse bottles after use.

*Once a feeding has been initiated, a bottle must be consumed within 2 hours or the contents must be discarded.*

(g) Refrain from heating breast milk in a microwave oven.

(h) Offer drinking water to infants over 6 months of age and toddlers several times daily.

(i) Hold a child unable to hold a bottle whenever a bottle is given. Bottles may not be propped.

(j) Hold or place a child too young to sit in a highchair or feeding table in an infant seat during feeding. Wide-based highchairs with safety straps or feeding tables with safety straps shall be provided for children who are not developmentally able to sit at tables and chairs.

*This requirement for a safety strap is intended to prevent the child from standing up in the high chair and falling out and to prevent a child from slipping down and under the tray. At a minimum the safety strap should be a "T" shape for all seats.*

**45.09(3)(j) continued**

*Please note that the high chair is not to be used as a form of punishment or a method to restrict activity and that the child is only to use the chair for meal/snack time or planned activity.*

(k) Ensure that eating utensils and cups are scaled to the size and developmental level of the children.

*Single service paper cups are not recommended for use with this age group.*

**(4) DIAPERING AND TOILETING.** A provider shall do all of the following:

(a) Change wet or soiled diapers and clothing promptly.

(b) Change the child on an easily cleanable surface which is cleaned with soap and water and a disinfectant solution after each use with a chlorine bleach solution of one quart water to one tablespoon bleach, made fresh daily or a product containing quaternary ammonia prepared according to the label directions or a commercially prepared disinfectant that contains bleach or quaternary ammonia.

*An easily cleanable surface may be a changing table, a plastic covered mat, a plastic covered mattress or any other surface that is impervious to water and capable of being disinfected with a bleach solution.*

*See HFS 45.06(5).*

*You will not see QUATERNARY ammonia listed on the label. What you will see is the name of the quaternary ammonia compound itself.*

- Benzalkonium chloride
- Dimethyl benzyl ammonium chloride
- Dodecyl dimethyl ammonium chloride

*Any of the above compounds are acceptable. Disinfectants that are used in hospitals and nursing homes may also be used. The center must have a letter from the above health facilities indicating the health facility is using the product as a disinfectant.*

*All products must be used in a two-step procedure. First soap and water to rid the surface of any organic material and then the disinfectant is to be used.*

*Products containing both a cleaner and a bleach or quaternary ammonia are acceptable, but they must be applied using the two-step process.*

*When visible blood or other potentially infectious material is present, universal precautions should be followed.*

*See Appendix N for sanitize/disinfect explanations and Appendix X for universal precautions*

(c) If the diapering surface is above floor level, provide a strap, restraint or other structural barrier to prevent falling. A child may not be left unattended on the diapering surface.

*A person may not be considered a structural barrier.*

**45.09(4)(d)**

(d) Place soiled cloth diapers in a plastic bag labeled with the name of the child and send them home daily.

*The Center for Disease Control and the American Academy of Pediatrics recommend that soiled cloth diapers and training pants should never be rinsed. The fecal contents may be placed in the toilet, but diapers and training pants should not be rinsed in the toilet. The provider should place bags of soiled clothing out of the reach of children.*

*Diaper wraps used in place of rubber pants with cloth diapers do not need to be changed after every use unless they are soiled. It is recommended that the label of the diaper wrap be reviewed for the recommended changing frequency.*

(e) Place soiled disposable diapers in a plastic-lined, covered container and dispose of them daily.

*A foot-activated covered container is recommended, but it is not required. It is recommended that the container be kept close to the diapering area.*

(f) Wash his or her hands with soap and warm running water before and after each diapering or assistance with toileting routines.

*Frequent handwashing is recommended to prevent the spread of diarrhea and respiratory illness in children. Handwashing is the mechanical action of washing in running water with soap. Attention should be given to the whole hand including the area under the fingernails, the wrist and the back of hands.*

*Liquid soaps are recommended but not required.*

*When the only bathroom sink is on a second floor, the use of the kitchen sink for handwashing is not recommended but is not prohibited. Use of water buckets or other containers is prohibited.*

(g) Apply lotions, powders or salves to the child during diapering only at the specific direction of a parent or the child's physician.

*Parental permission for the application of lotions, powders or salves should be indicated on the intake form, the medication authorization form or in a note from the parent/guardian.*

(h) Wash the child during diapering with a disposable towel used only once.

(i) Wash the child's hands with soap and warm running water after diapering. The hands of children under one year of age may be washed with soap and a wet fabric or paper washcloth, used once and discarded.

*Baby wipes may be used if the product contains soap.*